

Date Correction Plan Due 1/2/2026	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Ahuco Head Start Center		Provider Number / Facility ID Number 1000556721 / 003 - 520372		
Address - Facility (Street, City, State, Zip Code) 321 Epoch Rd Tomah WI 54660		Telephone Number 608-372-6669	Date - Regulation Visit 11/13/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(2)(L)1.a. Monitoring Results Posted Description: The monitoring results and correction plan from the most recent licensing inspection was not posted.	<i>Staff are aware of the requirement to post non compliance statements and are asked to do so when the plan is completed. Reminders were provided to all staff @ Jan 2/plc mtg.</i>	<i>1/2/26</i>	
2	251.04(2)(L)1.b. Department Notices Posted Description: Contrary to rule, the notice of an enforcement action (an order) issued on 5/29/25 was not posted next to the license.	<i>as above</i>	<i>1/2/26</i>	

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3	<p>251.05(2)(a)3.a. Staff Record - Physical Examination</p> <p>Description: The file for Staff B did not contain documentation of a physical examination report completed within 12 months before or within 30 days after beginning work with children in care, indicating the person is free from illness detrimental to children, including tuberculosis, and physically able to work with young children.</p> <p>Repeat violation: Previously cited on 5/7/2025, 4/18/2024</p>	<p><i>This staff person had documentation of the physical exam dated 2/19/24.</i></p> <p><i>The employee will be seen again @ an apt scheduled for 2/5/26 & will ensure that the State form is used by the doctor.</i></p>	<p><i>2/19/24</i></p> <p><i>2/5/26</i></p>	
4	<p>251.05(3)(c) Cardiopulmonary Resuscitation Training</p> <p>Description: Staff A was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.</p> <p>Repeat violation: Previously cited on 5/7/2025</p>	<p><i>This course is being scheduled ~</i></p> <p><i>Please see attached</i></p>		
5	<p>251.05(3)(g)2. Assistant Child Care Teacher - Qualifications</p> <p>Description: An assistant teacher is required to complete entry level training within 6 months of the hired date. There was no documentation of completion of a non-credit department-approved course or a credit course in early childhood education for Staff B, who has been employed at the center for longer than 6 months.</p> <p>Repeat violation: Previously cited on 5/7/2025</p>	<p><i>This employee was not hired as a teacher but will complete the non credit courses in a reasonable timeline 1.5 years to allow for scheduling</i></p>	<p><i>6/2/27</i></p>	

Scheduling

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6	251.06(3)(b)4. Emergencies - Record Of Fire / Tornado Drills Description: There was no documentation of the fire drill and tornado drill that was practiced in October 2025. The center is required to keep written records of dates and times of all the required evacuation and emergency drills. Repeat violation: Previously cited on 5/7/2025	<i>Staff are aware of the monthly requirements and have been reminded to ensure documentation of each event is completed.</i>	<i>1/2/26</i>

NAME - Agency Worker
Jennifer Stubbe

Date Issued
12/19/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

Laura Lachet Dub

1/2/2026